



**FOR YOUR
SECRETARY**

T. NELSON
BOX 1546
POUGHKEEPSIE

NY 12603

MIXED CITY

may we send you this
exciting new handbook

ABSOLUTELY FREE?

Save Time

Save Steps

Save Work



THE EXECUTIVE SECRETARY'S DESK MANUAL . . . it's yours FREE

simply to introduce you to
SECRETARY'S WORKSHOP

Dear Secretary:

Here is a brand-new handbook packed with hundreds of professional tips to help you breeze through every secretarial task!

It's called "THE EXECUTIVE SECRETARY'S DESK MANUAL." You will use it constantly to find quick, new ways of filing ... simple methods to rapidly increase your typing speed ... easy-to-follow steps that upgrade your dictation skills ... techniques that make correspondence a snap!

In short, it gives you dozens of shortcuts that will win admiration from your boss and new respect from your co-workers!

Best of all, it's FREE -- to introduce you to the "SECRETARY'S WORKSHOP," the famed home-study course thousands of girls use to advance their careers.

Imagine having skills like these right at your fingertips -- and hundreds more just waiting for you to use:

- * A simple, 3-point typing system that can increase your speed as much as 50% in just five days!
- * An easy-to-learn method that helps you take dictation with ease no matter how fast the speaker talks!
- * A 7-point checklist that helps locate misfiled papers and documents more quickly and simply than ever before!
- * A "magic punctuation monitor" that helps you solve the toughest punctuation problems in seconds!

You can tackle jobs independently -- without the need for continual questions or close supervision. This incredibly useful handbook doesn't overlook a thing! It will answer your questions in all sorts of situations! For instance --

Trouble with letter composition? It provides instant answers to "tricky" word spellings, tells when to hyphenate, gives novel substitutes for trite words and phrases!

Wonder about addressing? It makes correct addressing a snap -- for government officials, the military, clergymen -- all the "handle-with-care" categories!

Want to speed up repetitive typing? It shows you how to "chain-feed" envelopes, address stacks of them in record time!

Have to keep track of supplies? It gives you a 2-minute, "check-and-tally" ordering system that guarantees you'll never run short of supplies!

And even more! For example -- a method of "fanning" that stacks reams of paper in precise order -- a way to open 100 envelopes for inserting in less than a minute -- a check-sorting system that gets numerical order out of jumbled numbers in an unbelievably short time! Even a way to increase filing space by 20% with no increase in floor space!

These are proven and tested tips used by top professional secretaries. You get years of invaluable experience compressed into this convenient manual!

THIS EXTRAORDINARY HANDBOOK IS YOURS FREE! HERE'S HOW --

Best of all, it's FREE -- simply to introduce you to "SECRETARY'S WORKSHOP," the continuing monthly training program that more than 100,000 girls have used as a stepping-stone to higher paying positions.

Each monthly portfolio is prepared under the expert supervision of the country's top training experts. Each lesson is constantly updated to give you only the secretarial training that is best fitted for today's fast-paced business office.

After just a few, spare-time sessions you will rate first for more pay, higher position, and top secretarial prestige! You will be able to draw with confidence on vital skills like these --

1. Office Grammar - Erase Doubts About Grammatical Errors You get special lessons on sentence structure, abbreviations, infallible rules to follow for correct grammar every time -- you learn how to overcome the common errors made in business correspondence.
2. Business Math - Made Simple and Easy for You You learn simple ways to compile data, figure percentages, compute statistics - how to help your employer with tax problems - record keeping - basics of bookkeeping - shortcuts for breezing through complex financial matters.

the Secretary's Workshop

12 important Self-Study Lessons that cover the
Most Critical Areas of Your Job

- *Increases Dictation Skills*
- *Builds Your Vocabulary*
- *Makes Math Simple*
- *Boosts Reading Speed*
- *Correspondence Made Easy*
- *Gives Confidence in Every Task*



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Please send my FREE Gift, "THE EXECUTIVE SECRETARY'S DESK MANUAL," and start my Trial Subscription to "SECRETARY'S WORKSHOP." At the end of the 15-day Trial Period, I may return the material and owe nothing. Otherwise, continue my subscription at the low rate of only \$1.00 a month, plus a few cents for postage and handling. "THE EXECUTIVE SECRETARY'S DESK MANUAL" is mine to keep, whether I subscribe or not.

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3. Business Vocabulary - Acquire Mastery of Words Used Daily

You're shown 14 basic rules for spelling those difficult words that cause repeated trips to the

dictionary - new substitutes for overworked words and phrases - a special guide that explains how to spell and pronounce unfamiliar or difficult business terms.

4. Correspondence - Handle All Basic Correspondence

You'll learn how to take over routine correspondence with ease - how to compose a correct letter

for every business occasion - learn styling and indenting to make your letters attractive models of neatness - get actual letters for easy adaptation.

5. Speed Reading - A New Way to Increase Production and Save Time

A special Speed Reading Course will teach you to read business materials faster and with greater

comprehension - you learn the art of picking out important facts without getting bogged down by unnecessary detail.

6. General Office Procedure - Gain Confidence in Every Office Area

The Workshop will teach you to handle properly dozens of basic business situations - handle

callers with ease - make telephone arrangements for trips, reservations, arrange conferences and eliminate telephone errors - you're shown how to order office materials at the right prices, how to smooth ruffled feathers of complaining customers, how to cut costs and eliminate waste.

Each monthly program is a complete workbook, designed for quick reference, with no extra expense for books, materials, or pads. There is ample space provided at the end of each section for you to work lessons, take tests or just practice.

Don't compare the "SECRETARY'S WORKSHOP" to any other method of secretarial self-training. It's a continuing program that stays on top of new developments and brings them to you just as soon as they're tested and proven ready. The Workshop builds on your experience every single month!

TRY IT FREE FOR 15 DAYS

Simply fill out and mail the enclosed card. I'll rush you your FREE copy of "THE EXECUTIVE SECRETARY'S DESK MANUAL," and the first portfolio of the "SECRETARY'S WORKSHOP." Take up to 15 days to look the material over. If it's not what you want send it back, and you won't owe a cent. Otherwise, we'll continue to send portfolios at the low cost of only \$1.00 a month, plus a few cents for postage and handling.

And, no matter what you decide, "THE EXECUTIVE SECRETARY'S DESK MANUAL" is yours to keep!

Why not get in on this great FREE offer now by sending the card today?

Sincerely,

David M. Atwood

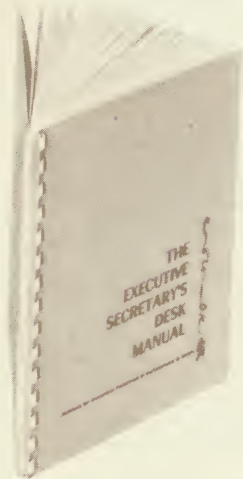
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Mail this card today • Save Time • Save Steps • Save Work

With This Exciting Desk Guide That Will Speed You Through Every Secretarial Task With New Ease And Efficiency!

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Please send my FREE Gift, "THE EXECUTIVE SECRETARY'S DESK MANUAL," and start my Trial Subscription to "SECRETARY'S WORKSHOP." At the end of the 15-day Trial Period, I may return the material and owe nothing. Otherwise, continue my subscription at the low rate of only \$1.00 a month, plus a few cents for postage and handling. "THE EXECUTIVE SECRETARY'S DESK MANUAL" is mine to keep, whether I subscribe or not.

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